

# BOARD OF SUPERVISORS

## Brown County



305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

### "PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF MAY 24 - 28, 2010**

#### MONDAY, MAY 24, 2010

(No Meetings)

#### TUESDAY, MAY 25, 2010

* 3:30 p.m.	Criminal Justice Coordinating Board	Truttman Room Law Enforcement Center 300 E. Walnut Street
* 5:30 p.m.	Joint Board of Health & Human Services Cmte	UW-Extension Building 1150 Bellevue Street
* Approx 7 p.m.	Human Services Committee	UW-Extension Building 1150 Bellevue Street
* 7:00 p.m.	Facility Master Plan Sub-Committee	Rm 200, Northern Bldg 305 E. Walnut Street

#### WEDNESDAY, MAY 26, 2010

* 4:00 p.m.	Children with Disabilities Education Board	Syble Hopp School 755 Scheuring Road
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#### THURSDAY, MAY 27, 2010

* 8:30 a.m.	Aging & Disability Resource Center of BC Board of Director's	Cloud Family Center 1538 Western Avenue
* 3:00 p.m.	Chapter 21 SubDivisions Ordinance Revision SubCommittee	Rm 200, Northern Bldg 305 E. Walnut Street
* 5:30 p.m.	Administration Committee	Rm 200, Northern Bldg 305 E. Walnut Street
* 7:00 p.m.	Fire Investigation Task Force General Membership	Ledgeview Fire Station #1 3700 Dickinson Rd, DePere

#### FRIDAY, MAY 28, 2010

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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Judge Kendall Kelley

Captain John Jadin

### CRIMINAL JUSTICE COORDINATING BOARD

Tuesday, May 25, 2010

3:30 p.m.

Truttman Room, Law Enforcement Center

300 E. Walnut Street

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of April 27, 2010.
4. Report from the District Attorney Regarding Drug Possession (D.A. John Zakowski).
5. Community Drug Education Programs (D.A. John Zakowski).
6. Nature of Response to County Board Request for Research and Report regarding Drug Problem in Brown County.
7. Courthouse Security.
8. Courthouse Security Committee Background and Authority (Jayme Sellen).
9. Such other matters as authorized by law.
10. Adjourn.

Judge Kendall Kelley, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Agendas/crimjus/April27\_2010.doc

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**\*\* JOINT MEETING \*\***  
**BOARD OF HEALTH**  
**&**  
**HUMAN SERVICES COMMITTEE**  
**Tuesday, May 25, 2010**  
**5:30 p.m.**  
**UW-Extension Building**  
**1150 Bellevue Street, Green Bay**

## **BOARD OF HEALTH ROLL CALL:**

Jay Tibbetts, MD  
Joe Van Deurzen  
Patricia Bacelis Leon  
Audrey Murphy  
Harold Pfothenhauer  
Mary Scray  
Don Murray

## **HUMAN SERVICES COMMITTEE ROLL CALL:**

Patrick Evans  
Carole Andrews  
Jesse Brunette  
Steven Fewell  
Pat La Violette  
Patrick Moynihan Jr.  
Pat Wetzel

## **AGENDA**

1. Comments from the Human Services Committee Chair.
2. Comments from Health Director Judy Friederichs on responsibility and authority of Brown County Health Department.
3. Presentation by the State of Wisconsin.
4. Presentation by Invenergy Wind.
5. Presentation by Brown County Citizens for Responsible Wind Energy.
6. Comments from the Public.
7. Such other matters as authorized by law.

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HUMAN SERVICES COMMITTEE  
Patrick Evans, Chair

## **HUMAN SERVICES COMMITTEE**

**Tuesday, May 25, 2010**

**Approx 7 p.m.**

**(To follow joint Board of Health &  
Human Services Cmte meeting)**

**UW Extension Building  
1150 Bellevue Street, Green Bay**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 28, 2010.

### **Comments from Public**

### **Report from Human Services Chair, Patrick Evans**

1. Review Minutes of:
  - a. Aging & Disability Resource Center of Brown County Board (April 22, 2010).
  - b. Children with Disabilities Education Board (April 28, 2010).
  - c. Human Services Board (April 8, 2010).

### **Communications**

2. Communication from Supervisor Scray re: Review Brown County requirements of ID when applying for any Social Services from the County. Discuss the possibility of making Brown County requirements of ID stricter to prevent fraud. *Held for one month.*

### **Aging & Disability Resource Center**

3. Resolution re: Change in Table of Organization Aging & Disability Resource Center.

### **Human Services Dept.**

4. Director's Report.
5. Maintenance Issues.
6. Budget Adjustment Request (#10-47).
7. Family Care Update.
8. Community Treatment Center Statistics.
9. Bellin Psychiatric Monthly Report.
10. Approval for New Non-Continuous Vendor.
11. Request for New Vendor Contract.
12. Monthly Contract Update.
13. Community Treatment Center Budget Status Financial Report for March, 2010.

**Health Dept.** – No Agenda Items.

**Syble Hopp** - No Agenda Items.

**Veterans Dept.** – No Agenda Items.

**Other**

14. Audit of Bills.

15. Such other Matters as Authorized by Law.

Patrick Evans, Chair

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**FACILITY MASTER PLAN COMMITTEE**

**FACILITY MASTER PLAN SUBCOMMITTEE**

**Tuesday, May 25, 2010  
Meeting @ Approx 7:00 p.m.  
Room 200, Northern Building  
305 E. Walnut Street**

**\*\*Please Note Date, Starting Time and Location\*\*  
Tour of Sheriff's Office, Denil Building, Drug Task Force, and  
S&L Building from 5-7 p.m.**

Facility Master Plan Meeting to Follow @ Approx 7:00 p.m.  
in Room 200, Northern Building, 305 E. Walnut Street

1. Call to Order (Senior Member).
2. Approve/Modify Agenda.
3. Election of Chair.
4. Election of Vice-Chair.
5. Set date and times for regular meetings.
6. Approve/Modify Minutes of March 18, 2010.
7. Presentation by Executive Hinz re: future long range needs of the Sheriff's Department.
8. Update re: the status of our direction to staff "to come up with a comprehensive cost/benefit analysis regarding the feasibility of relocating the Sheriff's Department, considering all options currently available to us, including space needs analysis, the impact of removing properties under consideration from the tax rolls, and the option of doing nothing at this time" *Referred to Facility Master Plan Sub-Cmte from April Public Safety Committee.*
9. Update from Facility Management Director Bill Dowell on former Mental Health Center Building.
10. Such other matters as authorized by law.

Jack Krueger, Senior Member

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Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES  
EDUCATION BOARD AGENDA  
WEDNESDAY, MAY 26, 2010 - 4:00 P.M. -  
SYBLE HOPP SCHOOL**

1. Call to Order - 4:00 p.m. - J. Van Sistine
2. Action Item: Approval of April 28, 2010 Board Minutes
3. Correspondence
4. Action Item: Approval of Agenda - Additions: a. b.
5. Action Item: Donations
6. Action Item: Financial Report
7. Action Item: Administrator Report
8. Action Item: Parent Organization
9. Action Item: Payment of Bills
10. Adjournment to Executive Session: The Board will move to executive session and reconvene to open session as allowed by Wisconsin stats 19.85 (1)(c)(e)(f)(i) to discuss teacher evaluations, negotiations and staff requests.
11. Action Item: Staff requests
12. Action Item: Adjournment

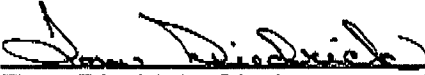
"Any person wishing to attend who, because of disability requires special accommodation should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Friday, May 21, 2010 so that arrangements can be made."

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
BOARD OF DIRECTOR'S MEETING  
THURSDAY, MAY 27, 2010 AT 8:30 A.M.  
CLOUD FAMILY CENTER  
GREEN BAY, WI**

**AGENDA**

**Pledge of Allegiance**

1. Adoption of Agenda
2. Introductions
3. Approval of the minutes of the regular meeting of April 22, 2010
4. Finance Report:
  - A. Approval of the April 2010 Finance Report
  - B. Review and approval of Restricted Donations
  - C. Update on solar water and electric options
  - D. Approval to proceed with digital HVAC controls
5. Approval of change to organizational chart
6. Report from American Red Cross – Specialized Transportation Service
7. Report from N.E.W. Curative – Adult Day Care
8. Update on building remodel and potential purchase
9. Review of SWOT for 2011 county budget
10. Legislative Update
11. Director's Report
12. Announcements
13. Next meeting date – June 24, 2010
14. Adjourn

  
Tom Diedrick, Chairperson (and)  
Aging & Disability Resource Center  
of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

**AGENDA**  
**BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS**  
**CHAPTER 21 SUBDIVISIONS ORDINANCE REVISION SUBCOMMITTEE**  
**Thursday, May 27, 2010**  
**Northern Building**  
**305 E. Walnut St., Room 200**  
**Green Bay, WI**  
**3:00 p.m.**

**ROLL CALL:**

Bill Bosiacki	_____	Dennis Reim	_____
Graham Callis	_____	Peter Schleinz	_____
David Chrouser	_____	Michael Soletski	_____
Norbert Dantine, Jr.	_____	Michael Vande Hei	_____
Pat Ford	_____	Andrew Vissers	_____
Pat Kaster	_____	Jim Wallen	_____
Chuck Lamine	_____		

1. Approval of the March 25, 2010, Chapter 21 Subdivisions Ordinance Revision Subcommittee meeting minutes.
2. Follow-up discussion regarding Working Lands Initiative.
3. Review and action regarding Subdivisions Ordinance sections 21.30 through 21.32.
  - a. General Provisions (s.21.30)
  - b. Dedication and Reservation of Land (s. 21.31)
  - c. Land Suitability (s. 21.32)
  - d. Geotechnical Study (continuation from February 25, 2010, meeting).
4. Other matters.
5. Confirm upcoming meeting scheduled for June 24 at 3:00 p.m.
6. Adjourn.

ANY PERSON WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 BY THE DAY BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

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### ADMINISTRATION COMMITTEE

#### ADMINISTRATION COMMITTEE

Thursday, May 27, 2010

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut Street

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of April 29, 2010.
  1. Review of Minutes
    - a. Housing Authority (April 19, 2010).

#### Communications

2. Communication from Supervisor Lund to refer to Administration that any employee who would voluntarily submit to a yearly health assessment and maintains a proper weight and level of fitness would be eligible for reimbursement regardless of affiliation with a health club. *Held for one month.*
3. Communication from Supervisor Wetzel to direct staff to develop a 3, 5, and/or 7 year working budget plan. *Held for one month.*
4. Communication from Supervisor Fewell to Request that Human Resources Department report the status of the savings related to the five day furloughs and the plan to make up any shortfalls on the projected savings. *Held for one month.*
5. Communication from Supervisor Scray to look at different options to pay down debt earlier than such savings associated with it. *Held for one month.*

#### Appointments

6. Appoint Supervisor Bill Clancy to Facility Master Plan Subcommittee.

#### General Fund Transfer

7. District Attorney - Budget Adjustment Request (#09-152): Interdepartmental reallocation or adjustment including reallocation from the County's General Fund.

#### Housing Authority

8. Update re: Requested Report "Other Assisted Housing Charts".

#### Child Support

9. Budget Status Financial Report for March, 2010.
10. Request for Proposal for Process Service Provider.

### **Corporation Counsel**

11. Resolution re: Change in Table of Organization Corporation Counsel.

### **Treasurer**

12. Budget Status Financial Report for March, 2010.
13. Treasurer's Financial Report for the Month of March.
14. Director's Report.
  - a. Lean Management Award.

### **Information Services**

15. Budget Status Financial Report for March 31, 2010.
16. Director's Report.

### **Dept. of Administration**

17. Budget Status Report for March, 2010.
18. 2010 Budget Adjustment Log and Grant Application Approval Log.
19. Input from Brown County Purchasing Department re: requiring a new Request for Proposal (RFP) at least every three years for service-related contracts.
20. Director's Report.

### **Human Resources**

21. Budget Status Financial Report for March, 2010.
22. Human Resources Activity Report for April 2010.
23. Director's Report.

### **Facility & Park Management**

24. Budget Status Financial Report for March, 2010.
  25. Budget Adjustment Request (#10-47): Interdepartmental reallocation or adjustment (including reallocation from the County's General Fund).
  26. Resolution re: Increase Dog License Tax.
  27. Director's Report
- 
28. **County Clerk** Budget Status Financial Report for February & March, 2010.

### **Other**

29. Audit of Bills.
30. Such other Matters as Authorized by Law.

Tom Lund, Chair

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**BROWN COUNTY FIRE INVESTIGATION TASK FORCE  
GENERAL MEMBERSHIP**

**AGENDA**

A meeting of the General Membership will be held on Thursday, May 27, 2010, at 7:00 p.m., at Ledgeview Fire Station #1, 3700 Dickinson Road, De Pere, WI.

- ITEM #1. Adoption of Agenda.
- ITEM #2. Review Minutes of Previous Meeting.
- ITEM #3. Report of Task Force Activities.
- ITEM #4. Information from Board of Directors Meeting.
- ITEM #5. Old Business.
- ITEM #6. New Business.
- ITEM #7. Juvenile Firesetter Business.
- ITEM #8. Other Business.
- ITEM #9. Set Date, Time, and Location of Next Meeting.
- ITEM #10. Training.

The BCFITF General Membership welcomes anyone interested in becoming a member. **Please post for your fellow firefighters and officers to read.**

Brad Muller  
President, BCFITF General Membership

## PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

### GENERAL MEMBERSHIP

A meeting of the General Membership of the Brown County Fire Investigation Task Force was held on March 4, 2010, at 7:00 p.m., at Suamico Fire Station #2, 2323 Northwood Road, Suamico, WI.

Present: Dan Kerkhoff, Tom Hendricks, Doug Peters, Greg Steenbock, Beau Liebman, Norman Heraly, Kevin Tielens, Chris Heil, Joe Gabe, Jim Stupka, Dave Seidl, James Styczynski, Brian Killinger, Dennis Skalizky, Brian Jarosinski, Larry Wilson, Glenn Deviley, Terry Rottier, Brad Muller

Excused: Natalia Sidon

Item #1. Adoption of Agenda.

Motion was made by Kerkhoff and seconded by Deviley to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

Motion made by Wilson and seconded by Hendricks to approve the minutes from December 2009. **Motion carried.**

Item #3. Report of Task Force Activities.

Muller reported that the fire investigation unit was called out to the following fires since the last meeting:

12-06-09	2401 Memorial Dr., Howard (residential/accident)
01-16-10	4560 Humboldt Rd., New Franken (residential/undetermined)
01-17-10	836 Kellogg St., Green Bay (multi-family/undetermined)
01-25-10	2110 Center St., Ashwaubenon (residential/undetermined)
02-02-10	1326 Parkview Rd., Ashwaubenon (business/under investigation)
02-21-10	3034 Kunesh Rd., Pittsfield (residential/under investigation)

Item #4. Information from Board of Directors Meeting.

The next board meeting is March 18, 2010.

Item #5. Old Business.

Muller informed to let him know of any ideas for equipment and give any training ideas to Deviley. A digital recorder and cordless saw were mentioned for equipment.

Item #6. New Business.

Muller gave the 2009 yearly report. He stated that there were a total of 28 calls that the fire investigation unit went out on. Of that total, 15 were accidental, 10 were arson, 2 were undetermined, and 1 is under investigation. Two involved fatalities. He stated that from the budget, \$7,058 was spent on equipment, \$4,824 on training, \$11,830 on fire call reimbursement, and \$1,874 on meetings—leaving a balance of \$4,414.

The \$5 dues for 2010 are due.

In reference to the letter sent out by the board encouraging members to take the IAAI fire investigation technician certification course, it is still available on the website. The course is free, but the test has a fee, which would possibly be paid for out of the task force's budget.

The spring IAAI conference is June 8-10, 2010, in Stevens Point.

New equipment purchased for the truck includes handheld lights, a Honda generator with light, a Toughbook laptop, two dozen blood-taking/flammables kits, and Tyvek suits.

Item #7. Juvenile Firesetter Business.

Nick Craig was not present. Nothing new to report.

Item #8. Other Matters.

A house on Nicolet in Green Bay is available to be burned for training exercise.

Muller had an informational bulletin reporting that Scottsman commercial ice cube machines have been recalled.

A committee was formed to start raising money for a replacement truck. The following volunteered to be on the committee: Steenbock, Wilson, Heil, and Muller.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting is set for May 27, 2010, at 7:00 p.m., at Ledgeview Fire Station #1, 3700 Dickinson Road, De Pere, WI.

Motion was made by Steenbock and seconded by Wilson to adjourn the meeting. **Motion carried.**

FITF General Membership  
March 4, 2010  
Page 3 of 3

Item #10. Training.

Training involved a demonstration on burning flammable liquids.

Respectfully submitted,

Marsha Laurent  
Recording Secretary




## MAY 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	Public Safety Cmte 5:30 p.m.	Ed & Rec Cmte 5:00 p.m.	6	7
<b>Mother's Day</b> 	Executive Cmte 6:00 p.m.					8
9	10	11	12	13	14	15
16	17	18	<b>Board of Supervisors 7:00 p.m.</b>	19	20	21
23	24	Human Services/ Board of Health 5:30 p.m. CJCB 3:30 p.m.	Facility Master Plan SubCmte 7pm (Tour 5-7pm)	Administration Committee 5:30 p.m.	27	28
29		25	26	27	28	29
30	<b>Memorial Day</b> 	31				

## JUNE 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Land Con 6pm PD&T Cmte (approx 6:30pm)	Public Safety Cmte 5 p.m.	Ed & Rec Cmte 5:30 p.m.		
		1	2	3	4	5
6	Executive Cmte 6:30 p.m.	Vets Recognition 5:15 p.m.				
7	8	9	10	11	12	
13	14	15	Special Exec 6:30pm <b>Board of Supervisors 7:00 p.m.</b>	16	17	18
19						
<b>Father's Day</b> 			Human Svc Cmte 5:30 pm	Admin Cmte 5:30 pm		
20	21	22	23	24	25	26
27	Land Con 6pm PD&T Cmte (approx 6:30 pm)	Criminal Justice Coord Bd 3:30pm				
28	29	30				

## **BROWN COUNTY COMMITTEE MINUTES**

- Library Board (April 15, 2010).
- Planning Commission Board of Directors (February 3, 2010).

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on April 15, 2010 at 6:00 p.m. in the Board Room of the Brown County Central Library, 515 Pine Street, Green Bay WI

**PRESENT:** TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, CHRIS FROELICH, MONICA GOLOMSKI, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

ALSO PRESENT: LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, (staff)

### APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. **Motion** by Pletcher, seconded by Buboltz, to approve the agenda. **Motion carried.**

### MINUTES, BILLS AND COMMUNICATIONS

Monica Golomski asked for a modification to the March minutes, Accountant's Report, Item # 3- Carryover Funds. Clarification was made that the Ashwaubenon Committee is in an exploratory stage and is currently seeking options that include a library. **Motion** by Buboltz, seconded by Golomski, to approve the modified minutes. **Motion carried.**

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications were received.

### OPEN FORUM FOR THE PUBLIC

Terry Watermolen called for a recess to celebrate Mary Ryan as this was her last Board meeting before retirement. Motion by Kegel, seconded by Golomski to break for cake and expressions of gratitude for Mary's commitment to the library for nearly 26 years. She will be missed. **Motion carried.**

### FACILITIES REPORT

**a. Solar Energy Project at Kress** The RFP was issued under the Friends of the Brown County Library acting as the agency contact. The Friends' treasurer and other officers will meet with the SEEDs committee to determine financial details. One change was made to the RFP to include a prevailing wage clause since this is a public works project. Prevailing rates are published annually and are meant to even the playing field among union and non-union bidders. The proposals are due May 4. The SEEDs Education Committee had met and their notes were included in the Board packet. Highlights from their meeting included the possibility of adding a computer dedicated to the panels and energy savings to the library and promoting the Kress Branch as the centerpiece of Brown County Libraries for sustainability. Publicity may begin in early May. They also plan to determine a curriculum to promote to the schools.

**b. Energy Conservation Methods Update** Curt distributed an updated ECM priority and progress spreadsheet and reported on the activity of the projects – lamp replacement at the Southwest Branch is complete; as is the building envelope improvements. The variable inlet vane conversion to VFD at Weyers-Hilliard is complete. A spreadsheet of the first tier projects approved by the Library Board for completion was also reviewed. Curt commented that the Ashwaubenon Branch retro-commissioning could include DDC and that the cork floor estimate for the Kress Family Branch was due Monday. There are 32 items on the list and Curt is working on getting 3 quotes for each item.

**c. Selection of architectural firm for Central Library** Kathy Pletcher, Lynn Stainbrook, Bill Dowell, Nate Curell, and Curt Beyler served as the selection committee and were joined by Terry Watermolen, Mary Ryan and Dale De Namur for each candidate's presentations. Frye Gillan Molinaro Architects (FGM) was selected. They gave an exciting presentation with a lot of visuals and examples of similar projects. This firm has partnered with Boldt Engineering and Somerville Engineering – two local companies who show equal passion for the project. Pletcher noted that engineering, energy efficiency and sustainability are big factors in the pre-design and complimented how FGM pulled all the information from the different assessments and studies done on the library together. Terry feels a good sense of teamwork between the three companies and was impressed that they took such ownership of the project. FGM is the same firm that conducted the Space Needs Analysis of the Central Library. This is a County Facilities project so Library Board action was not needed. For the purpose of the newer Board members, Terry reviewed the Space Needs Analysis, the mechanical assessment, the energy audit, and the importance of a pre-design, all of which are important pieces for fundraising. This building built in 1972 has the potential for a great conversion/re-design.

Kathy mentioned that the selection of FGM was unanimous and acknowledged Bill Dowell and Nate Curell for their work and team collaboration. She expressed appreciation of their expertise and how well it worked with the vision for design and service she and Lynn share.

## ACCOUNTANT'S REPORT

**a. Financial Report** Lori distributed the February, 2010 financial report and noted that donations are on a separate income statement. **Motion** by Kegel, seconded by Golonski to approve the February, 2010 financial statements. **Motion carried.**

**b. Acceptance of Gifts Grants and Donations** **Motion** by Hickey, seconded by Kegel to approve the January and February 2010 Gifts, Grants and Donations as follows:

### **January, 2010 Gifts & Donations**

Service League of Green Bay	500.00	Summer Reading Prog.
Brian Karnopp	20.00	DVD
Friends of Brown County Library	2,422.00	Rover Reader costumes
<b>Total Donations</b>	<b>\$ 2,942.00</b>	

### **Federal & State Grants**

#### **Total Grants**

**\$ -**

### **February, 2010 Gifts & Donations**

Friends of the Brown County Library	528.94	WH Play Cube
Kristan Swain - In Memory of William R. Brunner	50.00	WH Materials
Local History & Genealogy Participants	236.00	Local History Materials
Green Bay Packer Foundation	5,000.00	Summer Reading Prog.
Ashwaubenon	23.01	Donation Box
Bookmobile		Donation Box
East	42.83	Donation Box
Weyers/Hilliard	39.28	Donation Box
Central Circulation	60.50	Donation Box
Kress	14.85	Donation Box
Adult Services	15.44	Donation Box
Pulaski	10.58	Donation Box
Southwest	16.20	Donation Box
Wrightstown	13.85	Donation Box
<b>Total Donations</b>	<b>\$ 6,051.48</b>	

### **Federal & State Grants**

Nicolet Federated Library System	1,967.98	Collection Development
<b>Total Grants</b>	<b>\$ 1,967.98</b>	

**Motion carried.**

**INFORMATION SERVICES REPORT ON SERVICES RECEIVED** A report was distributed as well as a spreadsheet prepared by Bob Heimann listing I.S. projects and scheduled completion dates. Having an identifiable timeline is very helpful. It was suggested that a Technology Committee be formed to review this spreadsheet periodically and to monitor progress of the projects. Kathy, Monica and Lynn agreed to this arrangement and will set a meeting for sometime in May.

Lynn commented that locations have been identified to receive the replacement PCs from UWGB. All libraries will receive these newer computers in 2010 except the Weyers-Hilliard Branch and the Central Library who will receive theirs in 2011.

### **NICOLET FEDERATED LIBRARY SYSTEM**

**Monthly Update** Denise Bellmore reported that the NFLS Board had recently met and it was time for staff, board and trustee review of Mark Merrifield. The Board will present the findings at their June meeting. The linked system, Innreach that was proposed as a bridge for BCL and OWLS to share online catalogs and therefore resulting in better customer service, now sounds like it won't work due to expensive start-up costs and annual maintenance costs. Other options are

being looked at. Lynn found it interesting that she was never contacted regarding Innreach — even after having worked with it and installing it at former libraries. Mark felt that this could have been a statewide project. The hesitation stemmed from OWLS.

An update regarding the Gates PCs revealed that the cost of the PCs is less than projected so the difference in funds will be used to purchase printers or other infrastructure devices.

Schenck Business Solutions is the new audit firm for NFLS.

**OPERATIONS MANAGER POSITION** Discussion took place on how to proceed with the Operations Manager position once Mary is retired. Questions arose about succession planning, what the position should be called, hiring for specific skill sets and talents in the daily operations of the library and personnel, etc. Mary's job was multi-faceted because the library did not have a director at the time it was created. Now is the time to consider how the system can be improved by identifying strengths and weaknesses and how best to fill the needs of Administration. Kathy, Carla, Mary and Lynn will meet (with input from Sue and Lori) to review the job description and bring a recommendation on how to proceed to the May meeting. It may be that a Search firm is sought to recruit both this position and the recently approved Collections Development Manager.

#### **PRESIDENT'S REPORT**

In Lynn's absence, Kathy attended Supervisor Saturday and distributed packets of library information including a statistics summary to all the county board supervisors.

Terry and Lynn attended a meeting with Corp. Counsel John Luetscher, County Board Attorney, Fred Mohr, Jayme Sellen and County Executive Tom Hinz to address the Memorandum of Understanding regarding a county/library partnership regarding different services. The net result is to have a clearly defined understanding accessible to changing county executives and county boards. This is a tremendous opportunity and the goal is to have a good working document.

#### **DIRECTOR'S REPORT**

The Director's Report was distributed. The library's open positions were moving through the process and would be posted soon.

Supervisor Knier called Lynn to question why a \$1.00 fee was charged for a public computer pass. Lynn noted that there is not a charge for people who have their library card. The fee affects mostly out-of-town visitors. The fee does increase revenue. If a patron has fines and is without their library card, the fee is applied to their outstanding balance so there is a benefit there as well. The Ed & Rec. Committee showed support regarding the purpose of this fee.

Some future Board meetings will be held at different branches. May's meeting will be held at the Denmark Branch; June - Pulaski Branch; September - East Branch and October - Ashwaubenon Branch.

A new calendar of adult programming events has been produced. It is available at the libraries and online.

The team working on the set-up of the new ILS (Symphony) has been very productive and is a great group.

67 people attended a recent lecture on the Vietnam Battle of An Loc. Retired Lieutenant Colonel Willbanks was the speaker and actually knew the father of one of the attendees during wartime.

#### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

#### **ADJOURNMENT**

**Motion** by Pletcher, seconded by Bellmore, to adjourn the meeting. **Motion carried.**  
The meeting adjourned at 8:30 p.m.

#### **NEXT REGULAR MEETING**

May 20, 2010

Denmark Branch Library (located in Denmark High School)

6:00 p.m.

Respectfully submitted,  
Carla Buboltz, Secretary  
Sue Lagerman, Recording Secretary

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, February 3, 2010**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>X</u>	Dave Kaster	<u>X</u>
James Botz	<u>X</u>	John Klasen	<u>X</u>
Keith Chambers	<u>X</u>	Pat Kolarik	<u>X</u>
William Clancy	<u>Exc</u>	Patrick Moynihan, Jr.	<u>Exc</u>
Norbert Dantine, Jr.	<u>X</u>	Ken Pabich	<u>X</u>
Ron DeGrand	<u>X</u>	Mike Soletski	<u>X</u>
Bernie Erickson	<u>X</u>	Alan Swatloski	<u>Abs</u>
Mike Fleck	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Grenier	<u>X</u>	Jerry Vandersteen	<u>X</u>
Mark Handeland	<u>X</u>	Tim VandeWettering	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>X</u>
		<del>Vacant (Denmark,</del>	
		<del>Wrightstown &amp; Pulaski)</del>	
Dotty Juengst	<u>X</u>	Karen Curry	<u>X</u>

**OTHERS PRESENT:** Chuck Lamine, Cole Runge, and Lori Williams.

The meeting was called to order by N. Dantine at 6:30 p.m.

1. Approval of the minutes of the December 2, 2009, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by R. DeGrand, seconded by M. Soletski, to approve the minutes as presented. Motion carried unanimously.

2. Introduction of Dave Kaster, appointed by the village of Bellevue and town of Scott, to the Brown County Planning Commission Board of Directors.

N. Dantine introduced and welcomed D. Kaster to the Brown County Planning Commission Board of Directors. He also introduced and welcomed K. Curry who was appointed to the Brown County Planning Commission Board of Directors by the village of Wrightstown at their meeting last night.

3. Resignation of Andy Lundt from the Brown County Planning Commission Board of Directors.

Informational item only, no action required.

4. Discussion and action on an amendment to the 2009 Transportation Planning Work Program budget.

C. Runge stated that this amendment is needed to satisfy Wisconsin Department of Transportation and Federal Highway Administration requirements to accurately reflect the work done in 2009 on the different work elements. This amendment will simply transfer money between the various work element budgets and will not increase the transportation planning work program budget.

A motion was made by B. Erickson, seconded by M. Fleck, to approve the amendment to the 2009 Transportation Planning Work Program budget. Motion carried unanimously.

5. Update regarding progress on the Environmental Impact Statement (EIS) for transportation improvements in the southern portion of the Green Bay Metropolitan Area.

C. Runge gave a PowerPoint presentation regarding progress made on the EIS. C. Runge stated that over the last several months Brown County Planning Commission (BCPC) staff has worked on the EIS with the Lead Agencies, Cooperating Agencies, Stakeholder Committee, and the public. Staff from BCPC, Wisconsin Department of Transportation (WisDOT), and Federal Highway Administration (FHWA) are the Lead Agencies. The Cooperating Agencies include representatives from the Department of Natural Resources, Army Corps of Engineers, and other federal and state agencies. The Stakeholder Committee is comprised of members from all the communities within the study area. With input from everyone involved in this process, 11 alignment alternatives were identified with each alternative either an arterial or a freeway, resulting in 22 alternatives.

These 22 alternatives were looked at further at the Lead Agency level and they have narrowed the alternatives to six. Each alternative was looked at as to how it would impact the future land use plans for the communities within the study area. The six alternatives include the following:

1. Arterial street along Scheuring and Heritage Roads.
2. Arterial street along Rockland and Red Maple Roads (with a US 41 Interchange).
3. Arterial street along Rockland and Red Maple Roads (without a US 41 Interchange).
4. Arterial street along American Blvd., Red Maple Road, and Rockland Road.
5. Arterial street between US 41 and I-43/CTH MM Interchange (with a US 41 Interchange).
6. Expressway between US 41 and I-43/CTH MM Interchange (with a US 41 Interchange).

B. Erickson asked if alternatives 5 and 6 contain a feeder onto CTH GV.

C. Runge replied yes. Both of these alternatives contain a connection up to CTH GV from this corridor.

K. Chambers stated that alternative 6 would probably involve a lot more construction due to the local road and going over the Niagara Escarpment.

C. Runge replied that was correct. C. Runge stated he tried to follow an existing road to minimize the impact on the Escarpment. One of the nine objectives that must be achieved with this project is to minimize environmental impacts, especially when it comes to the Escarpment. However, some people involved in this process want to see what would happen if a connection goes out that far.

N. Dantine stated alternative 6 makes a lot of sense since South Huron Road will be connected to CTH MM in the near future. This would enable the town of Green Bay to connect to the southern bypass.

C. Runge said that WisDOT has hired a consultant to look at the environmental impacts for the area between Hwy 29 and I-43.

M. Fleck stated alternative 4 could create a problem at the Scheuring Road interchange as this is a very busy intersection already.

C. Runge replied that these things will all be looked at by the Lead Agencies, Cooperating Agencies, Stakeholder Committee, and the public to narrow these alternatives down to a single preferred alternative.

M. Handeland asked if the portion of CTH GV that already exists in alternatives 5 and 6 would be upgraded.

C. Runge responded that last year BCPC staff, in conjunction with Highway Department staff, asked the Planning, Development, and Transportation Committee to postpone the reconstruction of CTH GV until we got farther along in this study. This would allow us time to find out whether or not CTH GV would be a primary connection.

P. Blindauer asked what the separation distance was between the proposed interchange on US 41 and the CTH S interchange in alternative 5.

C. Runge replied it would be approximately two miles north of the interchange at CTH S and approximately two miles south of the interchange at Scheuring Road.

S. Grenier asked what the separation distance was between the proposed interchange on US 41 and the Scheuring Road interchange in alternative 2.

C. Runge answered that the new interchange would be approximately one mile south of Scheuring Road. He said the assumption from 1996 until about 2004 was that this is where an interchange would be located. The planning of this was done in conjunction with the locals and the WisDOT. He then showed the planned land uses for alternative 3, without an interchange, that includes land that WisDOT purchased for this purpose. A few years ago, under the current transportation law, US 41 was identified as a future interstate highway. Access along interstate highways is stricter than along other highways. This made this interchange harder to put so close to the existing Scheuring Road interchange. If it can be proven, through the Interstate Access Justification Report, that an interchange this close can be justified, it can be built there.

D. Wiese asked what the preferred spacing is on an interstate.

C. Runge replied that in urban areas it is two miles and in rural areas it is five.

M. Fleck asked if other roads, such as Lost Dauphin, would have access.

C. Runge said the current assumption for the arterial options is that there would be an at-grade access at all roads that cross each corridor, if the separation distance is reasonable.

P. Blindauer asked how far the separation is from the bridge that would cross the river to Wrightstown.

C. Runge replied that currently there are 10 miles between the downtown De Pere bridge and the Wrightstown bridge. In the Rockland/Red Maple alternative, the bridge would be

two miles south of the De Pere bridge and eight miles north of the Wrightstown bridge. A bridge at Old Martin Road would be approximately three miles south of the De Pere bridge and seven miles north of the Wrightstown bridge.

C. Runge stated he is in the process of completing the justifications for eliminating or retaining the various alternatives. These justifications must then be approved by WisDOT and FWA. The alternative retention and elimination recommendations will then be presented to the Stakeholder Committee, Cooperating Agencies, and the public. The recommendations will be finalized based on the input received. A detailed study of the remaining alternatives will begin once concurrence is received from the Cooperating Agencies on the narrowed range of alternatives.

6. Director's report.

- a. Update regarding approval of The National Map: Imagery and Elevation Maps Grant for \$251,666 to complete Light Detection and Ranging (LIDAR) images.

C. Lamine stated that J. DuMez was successful in the application he submitted for this grant. This grant will be used to obtain LIDAR images to measure elevations to obtain 2-foot contours. This information will be very useful for communities and property owners.

- b. Wisconsin Department of Natural Resources (DNR) has awarded a \$10,000 American Recovery and Reinvestment Act - Water Quality Management Planning Grant for the purpose of implementing a pilot project for wetland identification using Color Infrared Imagery (CIR).

C. Lamine noted that this grant will be used to purchase CIR. This information will be used to identify wetlands and tree cover. The cost to purchase the information is \$3,500 and the other \$6,500 is for field testing of the information.

- c. Letters of appointment to the Brown County Planning Commission Board of Directors.

C. Lamine said the letters of appointment for members whose terms are expiring were sent out today. A letter from the community or communities involved should be sent to the Planning Commission office once an appointment is made. A copy of the community's meeting minutes approving an appointment would also be acceptable.

7. Brown County Planning Commission staff updates on work activities during the months of December 2009 and January 2010.

A motion was made by K. Chambers, seconded by J. Vandersteen, to receive and place on file the staff updates on work activities. Motion carried unanimously.

***(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)***

8. Other matters.

None.

9. Adjourn.

A motion was made by R. DeGrand, seconded by J. Vandersteen, to adjourn. Motion carried unanimously. The meeting adjourned at 7:05 p.m.

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**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
February 3, 2010**

**December 2009 and January 2010 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Coordinated and attended the December meeting of the Brown County Planning Commission Board of Directors.
- Attended the December and January Lean Steering Committee meetings.
- Worked on developing the Energy Chapter of the Brown County Sustainability Plan.
- Completed the preliminary review of a loan application to the Brown County Economic Development Revolving Loan program for a business startup proposing to generate 25 new jobs in Brown County.
- Attended the December and January meetings of the Environmental Impact Statement (EIS) Lead Agencies meeting and reduced the number of alternatives to be reviewed from 22 to five.
- Met with the GIS/Land Records Coordinator, Zoning Administrator, and a member of the Brown County Planning Commission Board of Directors to discuss alternatives for funding of a LIDAR land contour mapping project.
- Prepared for and presented an update to the Brown County Energy Oversight Committee regarding renewable energy projects and updates regarding the Energy Efficiency Conservation Block Grant (EECBG) projects funding \$620,000 in renewable energy projects for Brown County.
- Met with Planning and Land Services (PALS) staff to discuss coordination of regulations associated with environmentally sensitive land protection.
- Prepared a request to fill a vacant position and presented the request at the December and January meetings of the Planning, Development, and Transportation Committee.
- Prepared a contract to transfer partial responsibilities for the administration of the Brown County Revolving Loan Fund Program to Advance. Coordinated the contract review with staff of Advance and the Corporation Counsel office. Attended the December and January meetings of the Planning, Development, and Transportation Committee to present the draft.
- Prepared information for and participated in a meeting of a committee appointed by the Brown County Executive to study potential uses for the old Brown County Mental Health Center.
- Participated in meetings with waterfront stakeholders to obtain their views and opinions for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Attended a Wisconsin Working Lands Initiative Workshop at the Brown County Central Library on the evening of December 17.
- Met with a graduate student interested in planning on January 12.
- Met with the Senior Planner and Facility Director on January 8 regarding implementation of the EECBG projects over the next year.
- Completed an end of fiscal year analysis of the PALS Department.
- Coordinated with staff regarding personnel issues regarding union bumping due to eliminated Brown County positions.
- Toured the old Mental Health Center building with potential prospects for private development.

- Participated in meetings with the County Executive and various department staff to discuss costs of demolition of the old Mental Health Center building.
- Met with Facility Management Department staff and C. Runge to discuss parking issues associated with the new Community Treatment Center.
- Attended and chaired a meeting of the Energy Subcommittee for the Brown County 25 x 25 Energy Independence Plan.
- Attended a meeting with the County Executive, Director of Administration, Human Resources Manager, and Zoning Administrator regarding the need to fill the vacant Sanitary Inspector position.
- Met with a planning graduate student and PALS staff to discuss a study to evaluate coordinating the various Brown County environmentally sensitive areas regulations.
- Attended a coordinating meeting to discuss the Environmental Assessment for the County Highway EA and I-43 connection.
- Met with PALS Department staff to coordinate the updating of the Subdivision Code. Developed alternative language for the Planned Unit Development section of the Subdivision Code.
- Attended a Brown County department head retreat to discuss strategic planning issues.
- Attended a reporting out meeting for various LEAN Management projects.
- Met with representatives of Focus on Energy regarding potential grant opportunities for renewable energy projects for Brown County.
- Met with the County Executive and various county department representatives to develop a strategy for community education associated with large wind turbine projects.
- Met with staff of the Bay-Lake Regional Planning Commission to coordinate planning projects.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Completed the draft bicycle and pedestrian system recommendations and the implementation section for the De Pere Bicycle and Pedestrian Plan. Also facilitated the fifth and sixth meetings of the plan's advisory committee and presented the draft maps and implementation section.
- Developed a PowerPoint summary of the draft De Pere Bicycle and Pedestrian Plan to present to the city's Plan Commission. Also presented the draft Bicycle and Pedestrian Plan and the draft update of the De Pere Comprehensive Plan's Transportation Chapter to the Plan Commission.
- Participated in two meetings of De Pere's Downtown Design Plan Advisory Committee. Also participated in a conference call with the downtown plan's consulting firm to discuss the firm's transportation and development recommendations.
- Responded to a notice from WisDOT about the possible availability of additional American Recovery and Reinvestment Act (ARRA) funds for transit systems. Work on this item included identifying an eligible transit project, coordinating with WisDOT to address TIP revision issues, working with Green Bay Metro to obtain information for the project, writing a project proposal, and submitting the proposal to WisDOT. The entire process had to be completed within four business hours to meet WisDOT's deadline.
- Facilitated two EIS Lead Agencies meetings with representatives of the Federal Highway Administration (FHWA), WisDOT, and the BCPC. Also answered questions from other federal and state agencies about the draft Alternatives Identification and Analysis report, developed an EIS process update for the EIS Stakeholder Committee members, and developed maps of alternatives that could be brought forward for detailed study.

- Prepared information for and participated in a meeting of a committee appointed by the Brown County Executive to study potential uses for the old Brown County Mental Health Center.
- Continued to revise the MPO Long-Range Transportation Plan's Existing Conditions section for the update that must be completed by November of 2010. Also continued to collect information to revise the plan's Future Transportation System section.
- Developed CTH GV Study progress reports for the December and January meetings of the Brown County Board's Planning, Development, and Transportation Committee.
- Developed the agenda for a Brown County Transportation Coordinating Committee (TCC) meeting. Also chaired the meeting.
- Wrote a letter on behalf of the TCC that expresses the committee's support of a grant application from the Lakeland Chapter of the American Red Cross.
- Provided assistance to WisDOT Northeastern Region staff about the design of curb extensions (bump-outs). The assistance was requested by WisDOT staff.
- Read and commented on a draft chapter of WisDOT's Implementing Development Concepts for Walkability document at the request of WisDOT Central Office staff.
- Researched current and proposed Americans with Disabilities Act (ADA) regulations for trails at the request of Village of Allouez staff. Also met with a representative of Allouez to discuss possible locations and designs for a trail in a village park.
- Reviewed and commented on the draft instructor guide, PowerPoint slides, and other materials for the FHWA's Mainstreaming Safety course as a member of the project's development group.
- Participated in the first meeting of the CTH EA environmental assessment technical advisory committee. Also reviewed and commented on the meeting minutes.
- Began to review and revise the MPO's Public Participation Process (PPP). Also invited the agencies on the MPO's PPP contact list to review and comment on the document.
- Participated in the first meeting of the Oneida Street reconstruction project's technical advisory committee.
- Met with representatives of the Howard-Suamico School District and Village of Howard to discuss methods of improving traffic flow in front of Lineville Intermediate School. Also developed a school campus map with student drop off and pick up instructions that the school will distribute to parents.
- Completed the MPO's reimbursement request and report to WisDOT for the fourth quarter of 2009.
- Met with a representative of WisDOT and the Transportation Planner I to discuss possible changes to the rural and urban functional classification systems.
- Developed an amendment to the 2009 MPO budget and a staff report to the BCPC Board of Directors that summarizes the amendment.
- Participated in a meeting about updating the Brown County Bicycle System Map.
- Attended presentations from two companies about Automatic Vehicle Location (AVL) systems for Green Bay Metro.

**The recent major planning activities of Aaron Schuette, Senior Planner:**

- Continued writing the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Continued updating the land use inventory for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.

- Began meeting with waterfront stakeholders to obtain their views and opinions for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Prepared and submitted the Wisconsin Coastal Management Program quarterly report and reimbursement request.
- Prepared and submitted the Energy Efficiency and Conservation Block Grant (EECBG) Office of Management and Budgeting report.
- Met with the Planning Director and Facilities Director on January 8 regarding implementation of the EECBG projects over the next year.
- Continued administration of the brownfield grant and prepared a reimbursement request to the EPA for consultant work performed under the contract including projects in the Village of Allouez, City of De Pere, and Village of Suamico.
- Reviewed the completed Phase II Environmental Site Assessment (ESA) on the former Allouez village hall property which was funded by the Brown County EPA Brownfield Assessment grant.
- Attended a meeting at the Allouez Village Hall on December 29 regarding the results of the Phase II Environmental Site Assessment.
- Participated in a conference call with WDNR, AECOM, and Village of Allouez staff regarding the results of the Phase II ESA on the former village hall property.
- Attended an Allouez Village Board meeting on January 14 to discuss the results of the Phase II ESA on the former village hall property.
- Prepared and submitted the EPA Brownfield Assessment grant quarterly report and disadvantaged business enterprise report.
- Communicated with the state Department of Agriculture, Trade, and Consumer Protection regarding the Wisconsin Working Lands Initiative throughout December and January.
- Gave a Wisconsin Working Lands Initiative presentation to the Brown County Municipal Leaders committee on December 4.
- Coordinated and attended a Wisconsin Working Lands Initiative Workshop at the Brown County Central Library on the evening of December 17.
- Attended and presented regarding the Wisconsin Working Lands Initiative at the Brown County Land Conservation subcommittee meeting on the evening of December 28.
- Attended a Village of Hobart meeting on the evening of January 12 to discuss the Wisconsin Working Lands Initiative.
- Attended and presented at a Town of Morrison Planning Commission meeting regarding the Wisconsin Working Lands Initiative on the evening of January 14.
- Attended and presented at a Town of Eaton landowners meeting regarding the Wisconsin Working Lands Initiative on the evening of January 19.
- Attended and presented at a Town of Rockland landowners meeting regarding the Wisconsin Working Lands Initiative on the evening of January 14.
- Attended and presented at the Pulaski Village Board meeting regarding a rezoning of multiple residential parcels on the evening of December 7.
- Attended and presented at the Pulaski Planning and Zoning Commission meeting on the evening of December 15.
- Performed two proposed sign reviews for the Village of Pulaski.
- Completed the boundary and annexation survey for the Village of Pulaski as requested by the U.S. Census Bureau.
- Attended a meeting of the STH 96 Bridge public advisory committee on December 8.
- Attended and presented at the Wrightstown Planning Commission meeting on the evening of December 14.
- Completed five staff reports for the Village of Wrightstown Planning Commission.

- Researched and completed a memo related to floodplain on a property in the Village of Wrightstown.
- Printed out a new official zoning map for the Village of Wrightstown.
- Prepared end of year invoices for Village of Wrightstown and Village of Pulaski local assistance contracts.
- Completed a City of De Pere draft Land Use Chapter for the De Pere Comprehensive Plan update.
- Met with the City of De Pere Planning Director on January 13 to discuss the draft Land Use Chapter.
- Presented the full draft Land Use Chapter and Future Land Use map to the De Pere Planning Commission on the evening of January 25.
- Updated and printed out a new official zoning map for the Town of Rockland.
- Updated and printed out a new official zoning map for the Town of Eaton.
- Met with the Town of New Denmark attorney to discuss land use issues in the town on January 11.
- Met with a graduate student interested in planning on January 12.
- Participated in the Howard-Suamico School District strategic planning event on the evening of December 3.
- Gave a presentation on maps and geography to a second-grade class at Meadowbrook Elementary School in Howard.
- Met with Howard-Suamico School District staff and BCPC Principal Planner at Lineville School to discuss morning student drop-off issues on January 6.

**The recent major planning activities of Peter Schlein, Senior Planner:**

- Began review of six certified survey maps (CSMs) and one final plat. Completed review of four of the CSMs plus a number of CSMs that were carried over from the previous Senior Planner. Completed county review of five city of Green Bay CSMs and plats.
- Revised and streamlined the format for CSM and plat review by staff and reviewing agents.
- Worked with the former Senior Planner to take over sewer service amendment review, CSM and plat reviews, street naming reviews, among other items.
- Worked with Wild Ones to revive the organization's ability to facilitate potential plant rescues of certain plant species that may not fall into environmentally sensitive areas (ESAs). Wild Ones works with property owners while or after property is under consideration for land division. Work by Wild Ones does not impact land division review timelines.
- Reviewed potential ESA concerns, potential violations, and identified methods for correction for property owners in the Village of Bellevue and Village of Suamico, among various phone inquiries. Solutions for other potential violations are in progress.
- A Village of Bellevue project status was facilitated for an ESA restoration project at the southeast corner of CTH XX and O. An amendment and developer's agreement were approved in 2005 and 2006, which included 50% completion of restoration/landscaping by 2009. The subject project met the timeline criteria.
- Answered inquiries and facilitated research with the petitioner regarding a Village of Suamico ESA amendment. In 2003, the subject site obtained a major ESA amendment because construction was facilitated within a wetland ESA. The petitioner now wants to expand into the ESA buffer on the opposite side of the property, which may trigger a second ESA amendment.
- Responded to a number of ESA telephone inquiries in various locations.
- Completed review of two water quality management letters to provide sewer service to sites.

- Worked with a bicycle map committee to develop possible online possibilities and marketing strategy for 2010.
- Developed Facilities Plan documents for review. Documents included updated interviews of departments under Planning, Development, and Transportation Committee.
- Revised and prepared documents related to the Brown County MS4 Permit in preparation for the 2009 Annual Report which is due to the WDNR in March 2010. Preparation included:
  - Consultation regarding application forms desired by the WDNR.
  - Setup of a 10-section annual report binder.
  - Gathered data collected in 2009.
  - Received clarification from WDNR regarding certain outfall testing results.
- Finished performing as chair of NEWSC. Oversaw the following:
  - Finalized passing authority to new Chair.
  - Finished advertising portion of year-long anti-phosphorous campaign.
  - Attended Illicit Discharge Detection and Elimination (IDDE) committee meetings.
- Performed duties as local planning assistant for the Town of Ledgeview. Completed the following tasks:
  - Prepared documents and information to be passed on to the Town's new local planning assistant from Bay-Lake Regional Planning Commission.
  - Prepared an Annual Report for the Planning Commission that will be presented by town staff in January or February 2010.
  - Developed a Neighborhood Center District binder for staff.
  - Finalized and printed three large-scale copies of zoning map, which included over 1,000 zoning changes and corrections from over the past six months.
  - Prepared final edits and document proofing for updates to the comprehensive plan.
  - Prepared one rezoning report, one site plan review, and a resolution and ordinance for an update to the comprehensive plan.
  - Attended final staff and Planning & Zoning Committee meetings in December.
  - Provided miscellaneous planning services.
- Performed duties as local planning assistant for the Village of Suamico. Provided miscellaneous planning services.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

**The recent major planning activities of Lisa Conard, Transportation Planner I:**

- Processed two administrative modifications to the *2010-2014 Transportation Improvement Program for the Green Bay Urbanized Area*. The modifications included:
  - An additional \$1,371,673 from the American Recovery and Reinvestment Act (ARRA) for the purchase of four 35' buses for Green Bay Metro.
  - An additional \$4,000 for design work from ARRA and another \$199,000 from a federal discretionary program for the Jordan Road resurfacing project in the city of De Pere.
- Using the software ArcMap, added and edited sidewalk, crosswalk, and trail information in the Brown County geodatabase.

- Finalized the 4<sup>th</sup> Quarter Green Bay Metro Route Review report. All of Metro's full service fixed routes were examined.
- Assisted the mayor's office in completing the certifications and assurances document to allow Green Bay Metro to apply for Federal Section 5307 grant application for transit operating assistance. The estimate of \$2,522,595 in funds to be applied for will offset the cost of providing mass transit in the cities of Green Bay and De Pere, the villages of Allouez, Ashwaubenon, and Bellevue, and to the Oneida Tribe of Indians.
- Created and added time point data for use in Google Transit trip planning application. Also updated the text description of each full-service fixed route.
- Attended two "live demonstrations" from private sector vendors proposing to provide Green Bay Metro with an Automatic Vehicle Locator (AVL) system. Metro received a grant for approximately \$700,000 to purchase the application. The AVL technology will lead to improved supervision of resources (drivers and vehicles), data collection and analysis, and real-time bus arrival information for customers.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Collected and submitted information for use by WisDOT staff and consultant hired to prepare the US 41 Transportation Management Plan (TMP).
- Attended the Brown County Transportation Coordinating Committee (TCC) meeting on December 14. Recorded and wrote the minutes. At the direction of the TCC, developed a postcard for use by those who rely on public transportation services. The postcard can be used as a tool to convey personalized messages to local, state, and federal officials.
- Attended and/or presented material at Green Bay Transit Commission meetings on December 16 and January 20.
- Participated in the January 13 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.
- At the request of the Brown County United Way, presented information at the Transportation Contingent meeting on January 26.
- Completed monthly and quarterly staff reports.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Created new county web mapping site (created map services, coordinated with De Pere and Green Bay, coordinated with Information Services, and held on-site configuration day).
- Provided follow-up information to USGS to secure \$251,666 in grant funding for LIDAR elevation mapping.
- Submitted grant application to USGS for \$25,586 in grant funding to offset the costs of the 2010 aerial orthophotography.
- Worked with the Purchasing Manager and Corporation Counsel to finalize the 2010 aerial orthophoto contract with Sanborn.
- Coordinated with local municipalities and utilities on sub-contracts with the 2010 aerial photography program.
- Provided monthly GIS data refreshes to E-911 to be used for the Computer Aided Dispatch system.
- Attended two half-day presentations on Automatic Vehicle Location (AVL) to assist Green Bay Metro Transit in choosing a vendor.

- Met with Zoning staff and Mach IV engineer to discuss incorporation of Federal Emergency Management Agency Letter of Map Amendment/Letter of Map Revision information on the county's GIS and web mapping site.
- Met with Capt. Hermesen and Capt. Schultz from the Sheriff's Department to discuss crime mapping web site and address geocoding system.
- Provided the Sheriff's Department with a new LEAN management tool (address geocoding system to assist with "papers served" civil process).
- Began developing maps for the upcoming Radio Interoperability Study being done by the Public Safety & Communications Department.
- Coordinated and held a meeting of local municipality GIS coordinators and Emergency Management at the new emergency operations center.
- Continued to work on an updated plat book.
- Enhanced the county's GIS GeoDatabase with many new features (better versioning system, database replication, added 'mashed world' links, and more).
- Performed several GIS database edits in order to keep all programs running with current information.
- Assisted the Planner I with Google Transit data processing.
- Met with Pat Ford and Ed Specht to discuss survey index and GIS integration.
- Assisted Zoning staff by setting up laptop with GIS data for a floodplain presentation.
- Assisted Baird Creek Foundation by helping to review a watershed restoration priority analysis from the GIS staff at Ducks Unlimited.
- Attended and presented at the Planning Commission meeting on December 2.
- Attended the Planning, Development, and Transportation meeting on December 28.
- Continued duties as a board member of the Wisconsin Land Information Officer Network (flat fee legislation and other matters).
- Attended other staff meetings and ad hoc meetings as needed.
- Continued to keep the county land records mapping web site running and troubleshoot as needed.
- Produced gypsy moth spray block maps for the DNR.
- Provided assessment records for Gary Kohlenberg per an open records request.
- Provided GIS data to UW-Oshkosh.
- Provided GIS data to Patrick Engineering for a transportation corridor project on the east side.
- Provided historic aerial photos and GIS data to consultants working on Fox River cleanup.
- Provided land records to WireData.
- Provided county supervisory district maps.
- Produced large maps of Eaton and Scott for assessor Bob Taicher.
- Provided digital aerial photos to Mau & Associates.
- Provided GIS data to Mead & Hunt.
- Provided mapping assistance to Tom Miller at the Airport.
- Provided various GIS datasets to Natural Resources Consulting to be used in the Invenergy wind project.
- Provided GIS dataset to the US Census Bureau.
- Provided GIS data to Ayres Associates.
- Provided GIS data to Robert E. Lee & Associates.
- Provided copies of the GeoDatabase to Bellevue and other municipalities.
- Assisted the Parks Department with GIS application help.
- Provided historic maps to the Village of Hobart.

- Produced large custom maps of Fire Department district boundaries and fire stations for emergency management.
- Assisted Peace Lutheran Church with GIS geocoding and mapping assistance.
- Provided GIS mapping of the airport to the Department of Homeland Security.
- Provided various town land records to town clerks.
- Provided land use GIS data to Regional Planning.
- Provided large custom maps for PMI to help plan the upcoming Tall Ships event.
- Provided GIS data to Lexis Nexis.
- Provided geocoding service to YMCA (geocoded/mapped list of members, plotted on large custom map, and performed population analysis using GIS overlays).

**The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):**

- Continued to work on the STP Urban Grant – updating and creating new sidewalks within the urbanized area.
- Continued to work on updating Google Transit data. This month was spent primarily on updating, verifying, and creating new bus stops. Much of the data for the bus stops was not collected out in the field at the time the GPS point was taken. Therefore, I had to interpret photographs and enter data individually for each new point. In addition to creating the new points, some old points required updating because of routes either no longer servicing individual stops or additional routes now servicing particular stops. Some stops do not have pictures. These stops have been identified and pictures will be taken in the spring of 2010. At that time data will also be entered for each of these stops.
- Assisted Brown County staff by creating maps for presentations and updates to comp plans.
- Assisted the Senior Planner with printing out maps for each community. The maps are being used for review in conjunction with the Working Lands Initiative.
- Met with the GIS/Land Records Coordinator and T. Hennig to discuss Google Transit.
- Met with J. Motquin to learn how to assign addresses for communities.
- Participated in staff meetings.
- Updated the Google Transit data. Coordinated with the Transportation Planner I to complete the Google time points for each of the bus routes. Once complete, I coordinated with the GIS/Land Records Coordinator to run a script and a data validation tool to check all of the data that is sent to Google Transit. After all errors were corrected, contacted Google Transit allowing them to retrieve the new data. Google Transit is now back up and running for Green Bay Metro.
- Created a map for the Department of Transportation showing the bus stops located along the Hwy 41 corridor.
- Created an Official Zoning map and Sex Offender map for the Town of Green Bay.
- Began the 2010 land use inventory.
- Assisted the Town of New Denmark by updating the Official Zoning map twice.
- Participated in discussions about the Automatic Vehicle Locator (AVL) proposals with the Principal Transportation Planner and the Transportation Planner I.
- Began working on 3D modeling of sites selected from around Brown County that were identified as lacking or providing inadequate infrastructure for pedestrian travel. We will be using these models to help display the potential that “pedestrian oriented planning” has and can provide to help build and enhance the community atmosphere.
- Attended the AVL meeting on January 22 to listen to Trapeze present their product to Green Bay Metro.